



DFPS APPROVAL OF QUALIFICATIONS AND REQUIREMENTS

Purpose: Contractor documents plans to meet minimum staffing qualifications on this form, and DFPS determines whether these qualifications have been met.

Directions: Before the contractor can provide PAL Life Skills Training and Assessment services, the contractor must use this form to document and obtain approval from DFPS as proof that minimum qualifications have been met.

CONTRACTOR INFORMATION

Contractor:	Fiscal year:	Region:
Role: <input type="checkbox"/> Trainer <input type="checkbox"/> Co-trainer <input type="checkbox"/> Volunteer <input type="checkbox"/> Foster care youth/alumni		
Trainer/volunteer name:	Contract number:	

MINIMUM QUALIFICATIONS FOR A PAL LIFE SKILLS LEAD TRAINER

- ☐ Must be at least 21 years old.
- ☐ Must hold a bachelor's degree from an accredited college or university. One (1) year full-time experience working with youth and delivering classroom training may be substituted for one (1) year (30 semester hours) of the required education with a maximum substitution of two (2) years.
- ☐ Must have two (2) years of experience working with youth, be knowledgeable in group facilitation, and have experience in classroom training (Attach resume).
- ☐ Must be certified in CPR and first aid.
- ☐ Must meet the contractor's requirements for having met a satisfactory level of competency to administer and interpret the Casey Life Skills Assessments (CLSA) before administering the assessment.
- ☐ If training includes food preparation, must be prepared to follow local community guidelines for food handlers such as appropriate certifications.
- ☐ It has been determined that this person has the ability to develop rapport with Youth.
- ☐ It has been determined that this person has sufficient knowledge or experience in working with Youth that may be aggressive and Youth in crisis.
- ☐ It has been determined that this person has the appropriate training or experience working with culturally diverse populations.
- ☐ Must clear a criminal background check and a DFPS check. (See [DFPS Background Checks](#).)



PAL STAFF SIGNATURE

Document any requested variation(s) to the above qualifications and reason for exception or variation requested:

☐ Approved ☐ Denied

DFPS PAL staff signature:

X

Date signed:

OPTIONAL MINIMUM QUALIFICATIONS FOR PAL LIFE SKILLS CO-TRAINER/VOLUNTEERS

- ☐ Must be at least 18 years old.
- ☐ Must not ever be the sole trainer.
- ☐ It has been determined that this person has the ability to establish rapport with Youth.
- ☐ It has been determined that this person is able to demonstrate respect in working with culturally diverse populations.
- ☐ Must clear a criminal background check and a DFPS check. (See [DFPS Background Checks.](#))

FOSTER CARE YOUTH/ALUMNI VOLUNTEER MINIMUM QUALIFICATIONS

Contractor may recruit youth with lived experience in foster care to serve as volunteers during a PAL Life Skills Training cycle. An honorarium paid for outside of contract funds is recommended.

Minimum Qualifications:

- ☐ Youth has completed all six core elements of the PAL Life Skills Training.
- ☐ Will not ever be the sole trainer.
- ☐ It has been determined that this person has the ability to establish rapport with Youth.
- ☐ It has been determined that this person is able to demonstrate respect in working with culturally diverse populations.
- ☐ Must clear a criminal background check and a DFPS check. (See [DFPS Background Checks.](#))



TRANSPORTATION REQUIREMENTS

All contractor staff who transport youth must meet the following requirements:

- ☐ N/A - Will not be transporting Youth.
- ☐ Has a valid, Texas Driver License.
- ☐ Has provided proof of vehicle liability insurance.
- ☐ The contractor has a copy of this person's driving record that meets the contractor policy.

PREFERRED CERTIFICATION

- ☐ ROPES certified

CONTRACT MANAGER SIGNATURE

All contractor staff who transport youth must meet the following requirements:

Contract manager:

X

Date signed: